**First Name of Application CV No 1641246**

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**OBJECTIVE:**

Seeking a career in a rewarding organization to enhance my working capacities, professional skills, business efficiencies and to serve the organization in the best possible way with sheer determination and commitment.

**PROFESSIONAL EXPERIENCE: (5 Years and 5 months)**

1. **AL MURAD GROUP – AJMAN, UAE.**

Worked as ***Front office &*** ***Admin Executive*** (April 2015 - Aug 2015)

* ENVIRONMENT : Al Murad Group is a group of companies which operates in Broadcast of Arabic Television channel – Ajman TV, FM Radio channels in four languages, Consumer & Professional photo products and services, Health & Beauty Center.
* RESPONSIBILITIES:

|  |  |
| --- | --- |
| Front Office | * Management of telephone enquiries, attend to visitors, incoming and outgoing mails & accurate filing of documents.
* Maintaining calendar for day-to-day meetings, updating them as and when necessary.
 |
| Bank Related | * Preparing cash/cheque deposit slips for respective accounts.
* Preparing letters to exchange houses for foreign currency exchange and international bank transfers.
 |
| Vehicles | * Keeping a track of all the company vehicles (current & sold), making arrangements for the registration renewal as and when required and filing the same.
* Recharging salik of company vehicles as and when required.
 |
| Ticketing & Reservations | * Visa application and fixing appointments for the Officials with the respective embassies.
* Handling Flight & Hotel reservations for Officials.
 |
| Human Resource | * Coordinating & printing of business cards for existing and new staffs in the organization.
* Renewal of trade licenses of each company as and when required and filing the same.
* Coordinating with PRO department for Visa and Work permit issuance for employees.
 |
| Procurement | * Preparing and forwarding LPO to Accounts department for further processing.
* Keeping a track of orders from local suppliers.
 |
| Logistics | * Sending documents through courier and keeping a track of incoming and outgoing couriers.
 |
| IT | * Arranging initial set up (desktop, email, internet, ID card and stationery) for new employees in the organization.
* Renewal of website domains.
 |
| Others | * Media / Business magazine subscription.
 |

1. **THE SULTAN CENTRE - KUWAIT**

Worked as ***Admin Assistant*** to Commercial Director, Division Heads & Buyers

(Dec 2011 – Dec 2014)

* ENVIRONMENT : The Sultan Center (TSC) is an organization based in [Kuwait](http://en.wikipedia.org/wiki/Kuwait), incorporating a diverse range of products and services. With retail as its primary focus, TSC is Kuwait’s largest independent retailer and a leading supplier of supermarket items, perishables and general merchandise in the Middle East.
* RESPONSIBILITIES:

|  |  |
| --- | --- |
| Events & Planning | * Maintaining Commercial Director’s calendar for day-to-day meetings, updating them as and when necessary.
* Fixing appointments for foreign suppliers and other delegates.
* Organizing internal meetings between foreign buyers and division heads. Preparing the minutes of each meeting.
* Assisting the buyers with all their daily works when necessary.
* Preparing feasibility sheets, presentations for the store managers.
 |
| Ticketing & Reservations | * Handling Flight & Hotel reservations for Officials enabling them to attend foreign business shows.
* Facilitating their registration process for respective events.
 |
| Inbound & Outbound Travel | * Preparing travel reconciliation once the officials are back from individual business trips.
 |
| Human Resource | * Arranging documents such as Salary Certificate, Invitation letters from the suppliers and Application forms.
* Fixing appointments for the Officials with the embassy for visa application to foreign countries.
* Making arrangements for the foreign supplier's visa for their visit to Kuwait.
* Arranging the printing of business cards of existing and new staffs in the organization.
* Preparing exit documents for employees who are terminated or have resigned.
 |
| Procurement | * Preparing tracking sheet of all the new suppliers (with all their contact details) whom the buyers meet at respective events.
* Updating vendor details, product details, cost and retail price in the Oracle database in accordance with the ongoing promotions and clearances.
* Preparing LC’s, supplier business agreements (business contracts) and also keeping a track of them.
 |
| Store Keeping | * Creating orders, allocating commodities to the warehouse and stores.
* Keeping a track of store promotional flyers and competitive store flyers.
 |
| IT | * Arranging initial set up (desktop, email, internet, ID card and stationery) for new employees in the organization.
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1. **C & J EVENTS TECHNOLOGY - KUWAIT**

Worked as ***Event Coordinator*** (Dec 2009 – Apr 2011)

* ENVIRONMENT : C & J Events Technology is a full service event management firm that handles all aspects of various local & international events ranging from Road shows, Trade promotions, Promoters, Hostesses & Models, Fashion Shows, Gala Dinner, Concerts, Award ceremonies, Wedding Planning, Product launches, Conferences & Seminars, Exhibition stands.
* RESPONSIBILITIES:

|  |  |
| --- | --- |
| Front Office | * Management of telephone enquiries, assisting other staff in the organization with their enquiries, attend to visitors, incoming and outgoing mailers & accurate filing of documents.
 |
| Procurement | * Preparing quotations, invoices and cash vouchers.
 |
| Events & Planning | * Attending events to assist with the facilitation of operations and respond to emergencies, problems etc.
* Tracking and maintaining current listing of upcoming events within Kuwait.
 |
| Marketing | * Assisting in preparing a variety of marketing collaterals (Brochures, Invitation cards, event materials, etc.).
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1. **ALARGAN TRADING EST. - KUWAIT**

 Worked as ***Secretary*** *(*Apr 2009 – Sep 2009)

* ENVIRONMENT : ALARGAN Group is one of the biggest Kuwait’s trading companies with a diverse product range featuring some of the Country’s most prestigious and admired modular solutions in Home Automation & Security Systems.
* RESPONSIBILITIES:

|  |  |
| --- | --- |
| Front Office | * Management of telephone enquiries, assisting other staff in the organization with their enquiries, attend to visitors, incoming and outgoing mailers.
 |
| Procurement | * Local purchases & data entries.
* Preparing quotations for enquires and getting them approved from the Senior Managers.
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| Events & Planning | * Weekly follow up list for the Manager on all the Purchase Order, New Enquiries, Outstanding Payments, etc.
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**ACADEMIC PROFILE**

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| --- | --- | --- |
| **COURSE ATTENDED** | **INSTITUTION** | **YEAR** |
| ***Diploma*** *in Computerized Accounting Package* | G-TEC Computer Education, India*(Affiliated to American Central University)* | 2007-2008 |
| ***Bachelor in Commerce*** *with Computer Application* | Aquinas College, IndiaMahatma Gandhi University | 2004-2007 |
| ***12thGrade*** | United Indian School, KuwaitC.B.S.E | 2003-2004 |
| ***10th Grade*** | United Indian School, KuwaitC.B.S.E | 2001-2002 |

**SOFTWARE/HARDWARE SKILLS**

* Windows, MS-Office (Word, Excel, Power Point, Outlook)
* Accounting Soft wares & Others: (Tally, Peachtree, Wings, Daceasy, Quicken)
* Office Machines: (Facsimile machine, Scanner, Printer, Photo copier)

**PERSONAL DETAILS**

* Date of Birth : 13th July 1986
* Nationality : Indian
* Marital Status : Married
* Languages Known : English, Hindi.
* Interests : Reading, Traveling, Movies, Music.